

Position Description: Security Investigator

❖ **Basic Function of the Position:**

The incumbent is responsible for investigations and liaison work for the Regional Security Office (RSO) and the Office of Foreign Service National Investigator (FSNI). The incumbent conducts Back-ground Investigations, provides advice, guidance, and other assistance towards the comprehensive goals of the RSO. FSNI also assists/ advises the Senior FSNI, Regional Security Officer and Regional Security Officers on any threat related information, trends of criminal activity, and obtain information concerning potential security threats to the post. When assigned or tasked, FSNI will also be responsible for liaison work on VIP visits, Overseas Security Advisory Council meetings as assigned by the RSO and conducting Counter-Intelligence Briefings.

❖ **Major Duties and responsibilities:**

Investigation Work: Performs a wide range of personal background security investigative duties relating to the determination of suitability of local job applicants for employment with the U.S. Mission.

Liaison work: Incumbent will be a security representative who will be responsible to negotiate senior level USG official visits and other protective security requirements with the Government of Sri Lanka on behalf of the US Embassy.

Advisory Role: The incumbent will be a security advisor to the Regional Security Officer and the Assistant Regional Security Officers on the assigned projects and tasks.

Coordination of USG sponsored training & OSAC: Incumbent is responsible to provide assistance to planning, organizing and executing the USG sponsored training programs assigned to him/her.

Conducting Counter Intelligence Briefings: Conducting Annual Counter Intelligence Briefings for Locally Employed Staff (LES).

Back-up duties: FSNI will alternatively be responsible to conduct back-up duties of the Senior FSNI during his/ her absence, and such duties include Supervision of other FSNI.